



Elk Grove Community Services District

3020 Renwick Avenue, Elk Grove, CA 95758

916-684-7550 Fax 916-684-7551

www.egcsd.ca.gov

Field Rental Summary

Hourly / Daily Rates for Available Fields

Field Use - All day	\$130 per field/ per day
Field Use - Half day (Up to 5 hours).....	\$65 per field/ per half day
Field Use - Hourly	\$15 per hour
CSD Staff Charge.....	\$15 per hour per staff
Lights	\$20 per field/ per hour

General Information

- **Saturday and Sunday** use is reserved for tournament use only.
- **A field use application** must be submitted 15 days before hourly reservation and 30 days before tournament reservations.
- **The field use application** is reviewed by staff and requires EGCSD approval before a Field Use Permit is issued.
- **EGCSD** reserves the right to deny field rentals based on maintenance needs and field conditions.
- **EGCSD** sponsored activities have scheduling priorities over all other field uses.
- **EGCSD staff is required** for tournament field rentals. Staff will handle field preps, turning on lights and are your liaison during your event. If three or more fields are rented, a minimum of two staff persons are required. If staff is waived, there will be no field preps or equipment available.
- **EGCSD staff will be on site one hour before scheduled event** start time and remain until scheduled end time.
- **No alcohol**, glass containers, or pets are permitted at field rentals.
- **No food, beverage, or merchandise** products can be sold or given away by the Renter or an outside vendor at the event without written permission of the EGCSD.
- **No private vehicles** are allowed on sidewalks at the event.
- **Before leaving, the facility must be cleaned up** and all garbage is put in the trashcans. This includes the parking lot.
- **Games can start** as early as 9 a.m. and must end by 10:30 p.m. (unlit field must end by dusk).
- **Fields will be in playing condition** before the first scheduled game.
- **The EGCSD operates the Snack Bar at Kloss Softball Complex during tournament rentals.** Laguna Community Park Softball Complex and all other fields, the EGCSD reserves first right for use of concessions.
- **Tournament field preps include field being dragged, watered, lined, and bases in place.** Preps are normally done after 3 fast pitch games or 4 slow pitch games. Tournament director is responsible for preparing schedule to accomplish field preps and also insuring players are off the field during the preps.

Renter Responsibility/Liability

- Renter is solely responsible for any damages, accidents, or injuries to person(s) or property resulting from use of the CSD fields. Renter is responsible for the control and supervision of the players, spectators, etc. during the rental. Violation of this provision can result in denial of future reservations.

Payment Information

- **A deposit** of \$200.00, applicable to the rental when Field Use Application is submitted. If rental costs are less than \$200.00, payment in full is required. Payment in full is due fourteen days before rental date.
- **A damage deposit** is also required with a Visa or MasterCard number. The card is not charged unless damages occur or fields are not returned in satisfactory condition.

Cancellation Policy

The EGCSD reserves the right to cancel any activity due to weather, unsafe playing conditions, or other reasons that might endanger the health, safety, or welfare of the players and/or public.

- **If EGCSD** cancels the event before the start date, all rental fees are refunded.
- **If EGCSD** cancels the event once in progress due to reasons **not caused by the renter or participants**, rental fees will be refunded minus direct costs of staff and services provided.
- If EGCSD cancels the event once in progress due to reasons **that are caused by renter or participants**, no rental fees will be refunded.
- **If the field rental is cancelled by renter 30 days or more** before the event, 50 percent of the rental fees will be forfeited.
- **If the field rental is cancelled by renter 29 days or less** before the event, 100 percent of rental fees will be forfeited.
- **The EGCSD reserves the right to cancel an event if false or incomplete information is submitted** which will substantially affect the risks or circumstances of a rental. If this occurs, no rental fees will be refunded.

Insurance Requirements

- **All field rentals require a certificate of insurance** naming Elk Grove Community Services District and County of Sacramento, its director's, agents, or employees as additionally insured and provide at least \$1,000,000.00 of general liability coverage. Insurance coverage is accepted by 1) proof of insurance from a recognized sanctioning organization (such as ASA, see information below) or 2) providing a Certificate of Insurance from an insurance carrier.
- **Insurance must be received at least by fourteen days before the reservation** or it will be cancelled and all fees forfeited.

Softball Insurance

- Tournaments may obtain insurance through Amateur Softball Association (ASA) naming Elk Grove Community Services District as additionally insured. The renter may contact Steve Clark, ASA representative, at 916-927-3802ext4.

Soccer Insurance

- The **Sports Field Hold Harmless Agreement** must be filled out and signed.

Officials

The Official's Organization used during the Tournament must provide the EGCSD with a certificate of insurance and a copy of the insurance policy.



ELK GROVE COMMUNITY SERVICES DISTRICT

Fire ■ Emergency Medical Services ■ Parks & Recreation

PARKS AND RECREATION DEPARTMENT

8820 Elk Grove Blvd., Suite 3, Elk Grove, CA 95624
(916) 405-5300 ■ (916) 685-6942 fax ■ www.egcsd.ca.gov

Field Use Application

ORGANIZATION NAME: _____

CONTACT NAME: _____ Day Phone: _____

ADDRESS: _____ Night Phone: _____

CITY/ZIP: _____ Cell Phone: _____

EMAIL ADDRESS: _____ FAX Line: _____

Rental Date(s): _____

Times of Use: _____

Field(s) Requested: _____ Total # of Fields _____

Alternate Field: _____

Type of Activity: _____

Insurance Coverage _____

Tournament Information

Name of Tournament/Classification _____

Is this activity sanctioned? ☐ No ☐ Yes - ☐ ASA ☐ USSSA ☐ NSA ☐ _____

Estimated Attendance _____ Admission Charged/Amount _____

Officials Organization _____ Phone Number _____

Bases: ☐ 65' ☐ 60' ☐ _____ Pitching Rubber: ☐ _____

Special Needs or Equipment Request: _____

Renter Signatures – Please Read and sign BOTH items.

I have read and agree to abide by all items identified in the EGCSO Field Rental Guide.

Renter's Signature/ Date : _____

Indemnity and Hold Harmless

The renter and/or organization is solely responsible of the use and activity conducted within the facility and/or park and shall bear financial responsibility for all damages to District property, or for any claims made as a result of any accidents or injuries to the applicant, guests or invitees or any person providing services to the applicant and/or organization. Renter and/or organization shall be responsible for the control and supervision of the people in attendance during the use of the facility and/or park and shall see that no damage is done. Any violation of this provision may result in a denial of further permits and financial loss. Renter shall assume the defense of and indemnity and save harmless the District, its officers, employees, and agents from all claims, loss, damage, injury and liability of every kind, nature and description directly or indirectly arising from the performance of his operations under this agreement. Acceptance by the District of the Certificate of Insurance required under this agreement does not relieve the renter from liability under the indemnity and Hold Harmless Clause. In consideration of the privileged to use the afore described facility and/or park, I hereby agree to abide by all terms and conditions of this agreement.

Renter's Signature/ Date: _____

EGCSO Use Only	
Date Received: _____	Proof of Insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No
Received By: _____	Violations: <input type="checkbox"/> None <input type="checkbox"/> Yes _____
Approved By: _____	
Date Approved: _____	
In CLASS: <input type="checkbox"/> Yes Permit # _____	



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Damage Deposit/ Time Overage

With Visa or MasterCard number

Event Date: _____ Name on Contract: _____

As part of my EGCSO rental- I am using the VISA or MasterCard number below for the \$250.00 Damage Deposit. I understand the credit card is not being charged at this time; however, approximately one to five days prior to the rental a \$250.00 hold will be placed on this credit card. This hold is to offset the costs in event of field and/or equipment damage. Depending on your credit card bank, this hold will drop off between five to ten days. I agree my credit card can be charged for up to two hundred fifty dollars (\$250) in the event of damage.

Renter Name Printed

Renter Signature

Card used for deposit:

____ VISA Card
____ MasterCard

Name on Credit Card

Credit Card Number

Expiration Date

Office Use Only

Approval #

Date

Staff Initials